



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

April 18, 2016

Closing Date: April 22, 2016

(Position will close after five working days from date of listing or until filled.
Application review will begin on April 25, 2016).

Title: PUBLIC SCHOOL PROGRAM MANAGER

Position Number: 2208-2742

Grade: C126

Special Education

DUTIES:

This position will assist the director in the administration of the dispute resolution section; construct, implement, maintain and lead policies and procedures around state complaints, due process hearings and mediation. The program manager will oversee the creation and implementation of resources and technical assistance for parents of students with disabilities and represent the agency in various capacities including the foster care liaison; ensure internal controls are established, implemented and monitored for fiscal and program compliance with IDEA and state rules and regulations including the monitoring of ADE-SEU consultant grant groups; and oversee assistive technology planning and statewide training needs.

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas educator's license; or hold an expired standard Arkansas educator's license; or a standard out-of-state license and is eligible for a one-year provisional license and a standard license in Arkansas; demonstrate knowledge and skills in the following areas: working knowledge about disabilities and the unique learning and behavioral challenges various conditions present; thorough understanding of the laws and regulations that protect the educational rights of students with disabilities; ability to understand and facilitate evidence-based practices; conflict resolution and mediation strategies; lead major district or state level initiatives; analysis and reporting of IDEA data; assistive technology planning and selection; special education finance and the development of and supervision of internal controls for special education program compliance; and the implementation of a response-to-intervention model.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

Licensed as a teacher, principal, or administrator by the Arkansas Department of Education in accordance with ACA 6-17-401; the formal education equivalent of a bachelor's degree in education, administration, business administration, or a related field; plus five years of experience in a public school district, including three years in a supervisory or leadership capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at Arkansased.gov or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.